

**JOB DESCRIPTION AND PERSON SPECIFICATION**

**POST:** Assistant Rugby Coach (Attack and Skills Focus)

**LOCATION:** CISC, City Centre Campus and some travel around Cardiff

**REPORTING TO:** Head of Rugby

**Contract: PART-TIME HOURLY PAID (8.5 HOURS/WEEK TERM TIME ONLY)**

**SALARY: BS4**

**KEY RESPONSIBILITIES**

1. To assist the Head of Rugby in the successful realisation of the College’s vision, mission and plans in delivering a new College that meets its expectations and aspirations.
2. To work as part of, and contribute to, high performing teams.
3. To assist in the proactive development and service delivery to world class standards.
4. To contribute positively to the implementation and monitoring of the College’s vision, mission, values.
5. To be a champion of change, communication, continuous improvement and empowerment, securing motivation, loyalty and the support of colleagues.
6. To be involved in continually reviewing, improving and optimising the effectiveness and efficiency of your departmental processes.

# KEY ROLES

to support the Head of Rugby in the planning, coordination and delivery of the rugby performance programme, to include:

* Ongoing achievement of the WRU A licence.
* Regional partnership agreed performance indicators in 15s and 7s.
* A focus on successful delivery of NCL and AoC National League squads.
* Facilitating a student player centred culture and environment both on and off the field.
* Player communication and individual feedback.
* Recruitment activities including widening participation.

**Key Responsibilities**

1. To engage in knowledge transfer, continuous professional development, consultancy and other forms of external engagement, as appropriate.
2. Assisting with the development of players through the Senior and Junior Academies; assisting and leading coaches in the development and the setting of coaching and playing philosophy;
3. The above is to be developed with the Head of Rugby;
4. Deliver agreed levels of support to development teams to develop club as a whole
5. Deliver coaching workshops for development team coach volunteers
6. Assist with the development of all aspects of attacking play and associated skills**;**
7. Assist with development of attacking focused players, with focus on back line play;
8. Be responsible for the coaching of multi-phase attack, starter players and all attack focused skill deliveries;
9. Be responsible for the coaching of backs responsibilities in attack and defence;
10. Facilitating a player centred culture and environment both on and off the field;
11. In line with Head of Rugby’s strategy and linked with the Sports Performance Department;
12. Player communication and individual feedback;
13. Where appropriate deliver 1:1 meeting with players to discuss performance;
14. Where required, review and edit footage of training and matches;
15. Ensure consistency of message to all players from coaching team;
16. Communication on yearly, monthly, weekly, match and training days;

**Generic Roles**

1. To represent the College with external agencies as required in the performance of duties or as directed by your Line Manager.
2. To achieve agreed targets and performance indicators across all areas of responsibility
3. To adhere to College policies, particularly those relating to equality and diversity.
4. To adhere to Health and Safety and security measures in accordance with statutory and College requirements.
5. To be a role model supporting College values and corporate management.
6. To actively develop yourself through staff development and training activities and to review your own performance and the performance of those who are responsible to you.
7. To undertake any other duties consistent with the key responsibilities and duties of the post, as directed by your Line Manager.

**Every Job Description will be subject to review:**

1. Within three months of appointment.

2. Thereafter on an annual basis.

3. As a result of agreed staff development / personal development needs.

4. As a result of team / operational requirements or strategy changes.

**PERSON SPECIFICATION AND JOB COMPETENCIES**

**1. Qualifications**

* A National Governing Body coaching qualification at Level 2 or equivalent vocational qualification appropriate for the role (E)
* A National Governing Body coaching qualification at Level 3 or equivalent vocational qualification appropriate for the role (D)

**2. Previous Experience and Job Knowledge**

* Significant knowledge and experience of coaching in environments focused NCL or AoC leagues and tournaments (E)
* An understanding of elite sport, including student athletes, environments, support, coaching and services provided (E)
* Experience of strategic planning, implementation and monitoring of resource allocation within rugby (E)
* Experience of working with student teams and student players (D)
* A good understanding of how UK further educational establishments operate. (D)
* A good understanding and experience of developing individual performance plans for student players (D)

**3. Skills (Competencies and Aptitudes)**

* Ability to work under pressure (E)
* Ability to prioritise own workload (E)
* Excellent problem solving and decision-making skills (E)
* Flexible working hours including some evenings and weekends. (E)
* Effective communication skills (E)

**4. Attributes**

* Self-motivated (E)
* Able to work in a team as well as individually(E)
* Willingness to undertake continuous professional development (E)
* Excellent interpersonal skills (E)
* Able to act as a role model and ambassador for performance programme (E)

**Role Conditions:**

* The role will require some travel in Cardiff and the post holder will therefore require a full driving licence.
* The role will require to work shift patterns to meet the needs of the core business in the evenings and weekends.
* Working in performance sport will require you to work flexible hours in line with student athletes training schedules, this may include early morning, evening and weekend work.